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ABSTRACT

The goal of the grants program is to have a positive influence on the process by which people choose jobs and careers by providing them with accurate and locally relevant occupational information. The document outlines the objectives, standards and guidelines on the basis of which the Department of Labor will fund information systems in States and local areas. The first section describes program activities, eligibility, scope, criteria for selection, the selection process, and the National Occupational Information Service. Occupational information guidelines specify: topics, information sources, coverage of occupations, and other requirements. The third section outlines operating standards for accession and dissemination to be met by an occupational system. Dealing with the organizational structure of an occupational information system, the fourth section presents policies and guidelines for the board of directors, staff selection, training requirements, evaluation criteria, and cost responsibility. Appendixes offer a glossary of terms, grant conditions, and a preliminary grant application with instructions. (MW)

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OCCUPATIONAL INFORMATION SYSTEMS GRANTS PROGRAM

Standards and Guidelines

U.S. DEPARTMENT OF LABOR

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
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OCCUPATIONAL INFORMATION SYSTEMS GRANTS PROGRAM

Standards and Guidelines

U.S. DEPARTMENT OF LABOR
Peter J. Brennan, Secretary

Manpower Administration
William H. Kolberg
Assistant Secretary for Manpower

1974

CONTENTS

	PAGE
INTRODUCTION	1
Objectives of the Program	2
Program Activities	4
Eligibility	5
Scope	5
Criteria for Selection	6
Selection Process	7
National Occupational Information Service	9
OCCUPATIONAL INFORMATION	10
Information Topics	10
Sources of Occupational Information	15
Coverage of Occupations	19
Level of Geographic Specificity	19
Length and Detail of Information	20
Format and Language Level	21
Accuracy and Currency of Information	21
Information Costs	23
Provisions for Feedback	23
DELIVERY COMPONENT OF AN OCCUPATIONAL INFORMATION SYSTEM	25
Effectiveness and Attractiveness	25
Ease of Use	26
Variety of Media	27
Equipment	28
Copy of Information to User	29
Housing and Updating Capabilities	29
Immediacy of Retrieval	30
Accessing Strategies	30
Confidentiality of Personal Data	33
Types of Settings	34
Scheduling	34
Information Sharing	34
Costs	35

PAGE

ORGANIZATIONAL STRUCTURE OF AN
OCCUPATIONAL INFORMATION SYSTEM. 36

The Board of Directors 37
The Occupational Information System Staff. . . . 41
Training 48
Evaluation 51
Federal-Grantee Responsibilities for Costs . . . 59

APPENDICES

A. GLOSSARY OF TERMS

B. GRANT CONDITIONS

C. PRELIMINARY GRANT APPLICATION

INTRODUCTION

By means of a program of grants to States and local areas, the Department of Labor will encourage the development and extension of systems which provide occupational information to persons who are in the process of career exploration and decisionmaking, especially students and out-of-school youth.

This initiative addresses the problem that most young people enter the labor force with minimal and oftentimes erroneous information about the world of work. Occupational information which is available does not tend to be assembled for ready use in schools and social service agencies. This information frequently has no relevance to the particular local situation and is often out-of-date and incomplete.

There have emerged in several States and localities in recent years some developmental projects which demonstrate that systems can, indeed, be installed to provide useful occupational information to students. The development of these

systems has involved variously local school districts, State employment services, State educational agencies, universities, and agencies of the Federal Government. These systems have incorporated the use of various media, e.g., computers, microfilm and microfiche, films, filmstrips, videotapes, and printed materials. The experience from these developmental projects suggests that their extension is feasible and desirable, provided they are grounded on practical labor market information obtained from reliable national, State, and local sources.

The Occupational Information System Grants Program incorporates many of the principles and practices which have proven successful in these developmental projects. The present document outlines the objectives, standards, and guidelines on the basis of which the Department of Labor will fund information systems in States and local areas.

Objectives of the Program

The goal of the grants program is to have a positive influence on the process by which people choose jobs and careers by providing them with current, accurate, and locally relevant

occupational information. The availability of such information will help individuals make smoother transitions at key points during their career-life, such as the transition from school to work. Specific objectives are as follows:

1. To help students learn about and understand the range of career opportunities presently available and that are likely to be available in the future.
2. To help entrants into the labor force become aware of occupations which they would find acceptable and personally satisfying.
3. To encourage persons in the process of career exploration and decisionmaking to seek out vocational information on their own.
4. To increase awareness of major sources of occupational information for the purpose of acquiring knowledge of occupations and training.
5. To provide support for related programs, including career education, career and employment counseling, and manpower and educational planning.

Program Activities

The following activities will be undertaken to achieve program objectives:

1. Establish an occupational information system staff composed of a director and experts in the field of information development and user services within States or areas receiving grants.
2. Establish a policymaking board or consortium made up of representatives of key institutions representing both the users and producers of occupational information.
3. Compile and appraise existing occupational information from a variety of sources for a wide range of potential users.
4. Adopt a delivery system to disseminate occupational information to persons in the process of career exploration and decisionmaking.
5. Provide a variety of services to schools, manpower agencies, and other organizations using the system.
6. Provide adequate training for both occupational information system and user agency staffs.

Eligibility

States will be the primary sponsors to receive grants under this program. A proposal from a local area or combination of local areas will be considered if the Governor declines to submit a statewide proposal. Such local area proposals must be routed through and approved by the Governor's office or the agency designated by the Governor to receive, evaluate and submit proposals.

Only one grant proposal per State will be accepted in order to avoid the possibility of funding competing information systems within the same State. Local area proposals will have a better chance of being funded if their plan calls for the gradual extension of their system to more and more local areas within the State.

Scope

Approximately 10 grants will be made in fiscal year 1975, and are expected to extend over a 3- to 4-year period. The size of the grant will depend on the number and size of local areas served, the complexity of the State's occupational structure, and other factors.

During the first year of the program, the average grant will be approximately $300,000. It is expected that the Federal share for information development costs will decline by about 25-30% per year as the program becomes self-supporting over a 3- to 4-year period. State and local governments and user agencies will be expected to make arrangements to bear information delivery or equipment costs from the outset.

Criteria for Selection

Grantees will be selected primarily by the degree to which they propose to meet program objectives, standards, and guidelines with regard to information development, information delivery, and organizational structure. An attempt will be made to include States from differing geographical regions, and with different degrees of occupational complexity. Other considerations will include the availability of an adequate labor market information base within the State or local area, the intention to provide adequate service to disadvantaged populations, whether the State or local area already has in place a promising system for delivering occupational information to students, and whether the State or local area has an employment service-school cooperative program, placement

services in the schools, and/or councils to assist youth entering the labor market.

Selection Process

A two-stage grant application procedure will be used. In the first stage, the Department of Labor will broadly announce this program to the 50 States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Trust Territory of the Pacific Islands, and solicit their interest in applying for a grant. States interested in applying for a grant would respond by indicating:

1. The relevance of this particular program to their State or area;
2. Willingness to establish a multiagency consortium or other cooperative arrangement to give overall direction to the information system;
3. Willingness to contribute resources to the program and assume costs as Federal funding phases out; and
4. Intention to meet target objectives.

In the second stage, 15 to 20 of the most promising candidates will be invited to submit a detailed grant proposal addressing itself to the entire set of standards and guidelines developed for the program. To help these candidates develop better quality proposals, $5,000 planning grants will be given. They will also be provided with a list of references on career guidance and occupational information delivery systems, which will be useful to applicants who wish to familiarize themselves with the variety of techniques available to them. After the detailed grant proposals have been submitted, 8 to 10 applicants will be chosen to receive the grants.

The preliminary and final grant application procedures together will take 3 to 4 months. Preliminary proposals must be submitted to the Department of Labor within 45 days following the announcement of the program. The 15 to 20 States which are selected from this initial group of applicants must submit their final proposals within 60 days after having been notified of their candidacy. Applications with specific guidelines have been developed for both stages.

Procedures for submitting the preliminary grant application are found in Appendix C. Final grant application forms will be sent to those States which are approved for candidacy.

National Occupational Information Service

A national office to administer this grants program has been established in the Manpower Administration. It will provide technical assistance and training to grantees and others in the development, maintenance, and improvement of occupational information systems, and a clearinghouse for organizations and individuals wanting to know about current national, State, and local efforts to develop and disseminate occupational information. It will also sponsor Training Institutes for Occupational Information Development and Utilization to provide high level instruction to occupational information specialists who serve State and/or local occupational information systems, school districts, and manpower organizations.

OCCUPATIONAL INFORMATION

The development of occupational information should take into account the kind and number of information topics to be presented to the user; sources of information; the level of geographic specificity of these topics; the universe of occupations to be covered; the length and detail of information presentation; the format and language level for presentation of information; accuracy and currency of information; the feasibility and cost of obtaining and processing information; and finally, a procedure to provide feedback from users and developers to data producers. General standards for these components of information development in a State or local OIS follow.

Information Topics

People who are in the process of career exploration and decisionmaking need a great variety of occupational data and information. An ideal information system should contain descriptive materials on specific occupations, information on requirements for occupations, and economic information on occupations. The arrangement of various

topics need not follow the sequence shown below, and emphasis given various topics may differ among occupations.

1. Descriptive Information About Occupations

   a. Dictionary of Occupational Titles six-digit code numbers for identification purposes. Single occupational statements can encompass several DOT codes.

   b. A description of duties or tasks (nature of the work).

   c. A description of special tools, equipment, or instruments used on the job.

   d. Identification of other occupations that have similar skill or knowledge requirements (skill transferability). Information on related occupations or job families may be presented here.

   e. Opportunities for promotion or career advancement (career ladders or lattices). Information on hiring channels (how the job or occupation can be obtained).

   f. Working conditions (e.g., indoors or outdoors, work week and schedules, and working conditions

such as stress, physical settings, safety, etc.). Information on the work environment that is related to the occupation should also be provided (e.g., kind of supervision or people in the work situation, organizational structure, etc.).

2. Requirements of the Occupation

a. Personal requirements: Interests, aptitudes, abilities, and physical qualities that can be related to characteristics of the occupation (e.g., requirements for lifting, working with detail, ability to see results of work, etc.).

b. Preparation requirements:

(1) General education.

(2) School subjects or courses of study.

(3) Special training or education.

Note: In addition to information on the specific education and training requirements for an occupation, grantees may wish to consider creating a separate information file on those institutions which offer the specific education or training needed, their

costs, the titles of their academic programs, duration of training, etc. While the development of such a file is desirable, the cost of obtaining this information could be considerable unless the information were readily available. If a separate education and training file can be developed without substantial additional costs, OIS grant funds may be used for this purpose.

(4) Work experience.

c. Other requirements:

(1) Licensing or certification information.

(2) Information on associations or unions.

(3) Information on examinations that may be required.

(4) Information on special requirements such as citizenship, language, etc.

3. Economic Information about the Occupation

a. The number of workers in the occupation and related data--industry employment, geographic distribution, self-employment, sex, etc.

b. Descriptive outlook information, including projections of demand, supply (if possible), relationship between supply and demand, and factors that affect outlook (technological, economic, or demographic). If specific sources of supply are not available, then the occupational brief should contain information on major sources of supply (e.g., apprenticeships, on-the-job training, or specific kinds of training). If there are particular opportunities for certain groups (e.g., special hiring programs for minorities, training program graduates, etc.), these should be discussed here.

c. Information and data on earnings (beginning earnings, average earnings, and ranges).

d. Information on fringe benefits (vacations, insurance, etc.)

e. Information on costs to workers (union membership, tools and equipment, etc.)

Sources of additional information which can help with occupational exploration and job placement (including

summer jobs), such as State employment services, unions, professional and trade associations, cooperating employers, and the location of other materials such as career briefs, books, cassettes, etc., should be referenced with the information delivered to users.

Guideline

To the extent information sources permit, the grant applicant must agree to cover the occupational information topics specified for each occupation.

Sources of Occupational Information

Grantees should make maximal use of available occupational data and information. This section identifies major sources of occupational information that should be used, if and when available.

1. National Information

   The Bureau of Labor Statistics (BLS), the Manpower Administration, and the U.S. Bureau of the Census publish several occupational materials which will be useful to State or local occupational information systems. BLS publishes the Occupational Outlook Handbook and the Occupational Outlook Quarterly, as

well as other occupational information which, while not specifically designed for vocational guidance purposes, provides useful data series and publications on employment, earnings, labor force, and industry and occupational projections. A BLS bulletin, Counselor's Guide to Manpower Information, published in 1968, is an annotated bibliography of government publications which provide occupational information. Though the guide is outdated, it provides useful descriptions of the variety of occupational information available through government agencies.

The Manpower Administration compiles and publishes the Dictionary of Occupational Titles which defines and describes the job duties and requirements of occupations in the American economy. Among other materials compiled or published by the Manpower Administration are the Health Careers Guidebook, Job Scene Cartoon Booklets, and a monthly microfiche Job Bank Openings Summary.

2. State and Local Information

A variety of State and local occupational data and job search information is prepared and published, or can be made available, by each of the States. This information can be provided through agencies such as the State employment security (ES) agencies affiliated with the Manpower Administration, planning bodies, State departments of education, and city and county governments. Among the kinds of data available are occupational projections, occupational employment statistics, special wage surveys, apprenticeship reports, compensation and fringe benefits reports, monthly microfiche ES job bank openings summaries and other ES job search information, reports of graduates and other training course completions, and the identification of licensed occupations in a State.

ES State agency materials include the publication of local occupational guides and other job search items. Occupational guides, which are directed to persons making vocational

choices and to their counselors, provide information on job duties, employment projections, and most of the topics discussed earlier. Detailed information on the availability of State and local occupational information published by State ES agencies is provided by the Guide to Local Occupational Information, 1973, (Fourth edition, U.S. Department of Labor, Manpower Administration).

The Bureau of Labor Statistics and Manpower Administration also are engaged in cooperative occupational employment statistics programs to collect occupational statistics and develop projections for States and areas. Twenty-six States are participating in a cooperative occupational employment survey program and all States are cooperating in the projections program.

Guidelines

1. The grant applicant must agree to make maximal use of available occupational data and information and accept Department of Labor guidance on the adequacy of data sources.
2. The applicant must provide an inventory of major local and State data sources.

Coverage of Occupations

The number and kinds of occupations covered should reflect the occupational structure of the community and State served. Any occupation for which there is a very broad or national market should be included also. Occupations to be included should reflect all levels of preparation and training.

In developing a list of occupational titles to be covered, grantees should avoid vague broad groups or needlessly detailed specialties. The number of categories, as well as other aspects of the system, must take into account the needs of the target population, the availability of data, and the average cost of updating an occupation. (Most developers of occupational information find that two or three hundred categories can cover most local employment and major national occupations.)

Guideline

The grant applicant must agree to meet the above criteria in selecting occupations.

Level of Geographic Specificity

Users of occupational information need national, State, and local information for many topics such as outlook, training

opportunities, and earnings. To the extent labor market conditions warrant, items or topics of occupational information should be localized.

Guideline

The grant applicant must agree to develop a plan that indicates the level(s) of geographic specificity for each topic to be presented and those occupations for which localized information is required. This plan must be developed within the first quarter of the grant period and should discuss which topics are to be localized and the extent to which information is available to do the localization.

Length and Detail of Information

Occupational descriptions should be provided that include most of the information topics previously specified. Provision may be made to vary the length and detail of the information presented in order to accommodate the user who wants an overview of an occupation as well as the user who wants a great deal of specific information. Ideally, flexible and alternate kinds of data files would be available, versatile enough to serve several kinds of users.

Guideline

The grant applicant must describe the proposed length and content of occupational descriptions or briefs to be presented.

Format and Language Level

Information to be presented should be understandable (e.g., cite evidence that the occupational descriptions can be understood by individuals having relatively poor reading skills). The style should be as clear and straightforward as possible.

Guideline

The method of choosing the format and language level must be described.

Accuracy and Currency of Information

Accuracy and currency of information are essential. All statements should be based on verifiable sources; opinion should be labeled as such. Evaluative words ("boring," "pleasant," etc.) should be avoided unless it is specified whose attitude is being expressed.

The occupational information system should provide for the continued validation and updating of information disseminated

to users. One way of providing for accuracy and currency is to establish occupational review panels to review information at regular intervals. Other ways are to establish periodic updating of information and cutoff dates for information to be disseminated.

Guidelines

1. The grant applicant must agree to update all occupational information at least once per year by reviewing all relevant existing data sources and removing outdated information from the system.
2. The application must describe the methods that are to be used for insuring the accuracy and currency of information that is to be delivered through the Occupational Information System (OIS). Occupational review panels or other methods that are to be used to insure accuracy of information must be described in the application. How information will be periodically updated also must be described.
3. The applicant must insure the integrity of the system and its information by agreeing to control the input of information to any materials produced by the system.

Information Costs

Whatever procedure is used by the OIS to develop information, it should be reasonably efficient and cost effective.

Guideline

Cost estimates that are presented in the grant application must specifically consider information development, including the costs of obtaining and processing information. (Detailed standards on costs can be found elsewhere in these guidelines.)

Provisions for Feedback

As occupational information systems are developed and as data and other information are gathered, prepared, and used, feedback should be provided from users and developers to producers of information. The feedback system could take the form of proposals and suggestions for improvements in occupational data and other information. Arrangements should be made with data producing agencies to exchange information and consider changes that will provide new or improved occupational information.

Guideline

Arrangements to be made for feedback provisions from occupational information users and developers to data

producers must be described, e.g., user surveys that indicate needed information and the value of information already being delivered by the system.

DELIVERY COMPONENT OF AN OCCUPATIONAL INFORMATION SYSTEM

The delivery of occupational information to users includes two broad functions, accessing and dissemination. Accessing is the strategy or approach used by the individual to search out and explore information. Dissemination is concerned with the presentation and availability of the information for use in the decisionmaking process.

The following operating standards for accessing and dissemination should be met by an occupational information system:

Effectiveness and Attractiveness

The delivery system should be demonstrably effective with persons of varying ability and experience. In addition, the accessing and dissemination components used should enhance the attractiveness of the information to the individual not only to draw him into using the system, but also to stimulate and facilitate further occupational exploration.

Guideline

The grant application should identify the accessing and dissemination procedures as well as the delivery

vehicle(s) (e.g., computers, microfilm viewers, cassette tapes, etc.) to be used. A brief rationale for the presumed effectiveness and attractiveness of any system chosen should be stated in the application.

Ease of Use

System components should be user-operable so that independent usage may be fostered. The hardware comprising these components should be so designed that the client will need little or no assistance in using them. Moreover, a booklet of instructions on how to use the various components should be available to clients using the system. Such a booklet would include directions for operating the various hardware components and descriptions about the information files available in the system. The booklet should be written at a reading level appropriate to a wide variety of intended users.

Guideline

The grant applicant should indicate the extent to which the delivery system chosen complies or will be modified to comply with the above standard. Evidence to support such a statement should be cited.

Variety of Media

Varied media should be used to disseminate information. Such variation is important as a means of communicating information to those persons who do not respond well to only printed materials. The use of varied media, however, should be accomplished in a manner which permits them to be components of an integrated delivery system:

1. Information sources referred to by the system should be available and located to assure easy access. The establishment of such an information center, however, should not preclude various delivery components (e.g., cassettes, filmstrips, etc.) from being used at other locations (e.g., classrooms), if and when appropriate to the counseling or instructional process.
2. The statements made in one medium should be consistent and compatible with those made in other files or media. Though one information source may provide more detailed information than another source in the system, information on the same occupational topics (e.g., hourly wages) should not be contradictory.

Guideline

The grant applicant should describe the referral system from one delivery vehicle to another (e.g., computerized information to printed materials) and indicate the steps to be taken to assure the compatibility of those information sources to be included in the system.

Equipment

Any delivery system hardware components required should be standard equipment that is reliable, widely available, and applicable to a variety of users. These components may include, but not necessarily limited to, such items as computer-attached terminals (e.g., teletypes), microfilm reader-printers, films, filmstrips, slide projectors, and tape recorders. (Note: It should be emphasized that Federal funds for this program will not be used to purchase these kinds of equipment. The guidelines pertaining to the financing of equipment appear on pages 64-65.)

Guideline

The grant applicant should specify the types of equipment that will be used in the delivery system.

Copy of Information to User

The delivery system must be able to provide a copy of a summary of basic occupational information to the user for future reference. This not only gives the user the option of having the information at hand to discuss with others (e.g., parents and counselors), but also avoids the necessity of the user returning to the system to obtain the same information again.

Guideline

The grant applicant should specify the methods and costs of providing copy that a client will be able to take when leaving the system.

Housing and Updating Capabilities

The delivery system should be able to house all information related to the topics listed for information development, including localized information. Moreover, the system must have an updating capability so that new information can be entered into the system and made available to users within at least 6 months of the time it becomes available.

Guideline

The grant applicant must agree to comply with the above standard and describe in general how it will be accomplished.

Immediacy of Retrieval

A user should be able to obtain the information he desires before leaving the system. If ancillary information which can be provided is not available within the system, it should be delivered to the user within 2 weeks.

Guideline

The grant applicant must agree to comply with the above standard and describe in general how it will be accomplished.

Accessing Strategies

The accessing strategies or approaches used to obtain information should be available both on a "direct access" and "structured" search basis depending on the preferences of the user.

1. The "direct access" approach would permit the user to obtain information on any occupation desired without having to undertake a "structured" search such as outlined in item 2 below.

   Guideline

   The grant applicant must agree that the delivery system will make information available on both a "direct access" and "structured" search basis.

2. A "structured" search would enable the user to relate one or more of his occupationally relevant interests, abilities, preferences, physical dimensions, values, etc., to the universe of occupations. This would give to the user an additional tentative set of occupations which could be used as a basis for further exploration. Such an approach must also permit an individual to make changes in the assessments of interests, preferences, values, etc., as desired so that new sets of occupations could then be obtained for examination. The structured approach must allow users to inquire why a particular occupation did not appear on the listing of occupations generated, so that they can understand the basis of that result.

   Guideline

   The grant applicant must agree that the structured approach used will comply with the above standard.

3. Any structured accessing strategies used must be based on data which are applicable to and available for all occupations contained in the system.

Guideline

The grant applicant should list the variables by which occupations will be classified (e.g., worker traits, interest categories, values, school subjects or majors, etc.) and agree to apply each of these variables to each occupation when it is relevant to do so.

4. If a structured accessing strategy provides for the use of a client's records (e.g., test scores, class rank, interest inventories, etc.), the client should be aware of all test scores and personal records which are inputted into the system. Furthermore, the use of client records must not prohibit a client from continuing structured exploration in any chosen occupational area.

Guideline

The grant applicant must agree to comply with the above standard. For informational but not prescriptive purposes, the applicant should indicate what kinds of client record data, if any, will be used in the structured accessing strategy. These should be identified in the following matrix:

Type of Record Data	Name of Instrument (if any)	Self-report/Self-assessment (describe briefly, if used)
Aptitudes Achievement Tests General Intelligence Grade Point Average/ Class Rank Interests Value Assessments		

Confidentiality of Personal Data

Client records, records of individual system use, or any other personal data obtained or used by the system for whatever purpose must be adequately safeguarded so that their security and confidentiality will be maintained.

Guideline

The grant applicant should agree to inform the National Occupational Information Service of those methods for safeguarding the security and confidentiality of personal records and data before clients begin using the system.

Types of Settings

The delivery system should be available as part of, but not necessarily limited to, the counseling and instructional processes. It is recommended, though not required, that the system be made available for independent client use.

Guideline

The grant applicant should describe in general terms the types of settings in which the system will become available to clients (e.g., as part of a career guidance program, walk-in use, etc.).

Scheduling

The system should be as accessible as possible for use throughout all or most of a user agency's regularly scheduled day.

Guideline

The grant applicant should agree to comply with the above standard.

Information Sharing

A copy of occupational information briefs or summaries delivered to clients by a State/local OIS participating

in this program should be made available on request to other participating systems.

Guideline

The grant applicant should agree to comply with the above standard.

Costs

Costs for the delivery system should be at a level per user which will make it feasible for user agencies or local or State governments to financially support them.

Guideline

The grant applicant should estimate delivery costs per user (see PR 59-66) and obtain concurrence from several user agencies that they would be willing to pay such delivery costs or explain other ways the system will be supported.

ORGANIZATIONAL STRUCTURE OF AN OCCUPATIONAL INFORMATION SYSTEM

To assure the development and efficient dissemination of high quality occupational information to people making vocational choices, an appropriate organizational structure must be developed.

Whatever structure is selected, it must evince the vigorous participation of key institutions representing both the users and producers of occupational data--namely, schools and educational agencies, manpower agencies, and business and industry. These institutions would form a consortium, or develop some other cooperative arrangement, to establish and maintain the Occupational Information System. The organization would have a policymaking board of directors and a professional staff to execute its policies. The board itself may serve as fiscal agent, or it may name one of the consortium member institutions as fiscal agent. If a single agency is named fiscal agent, it must be able to receive and spend Federal funds and funds from system users and enter into contracts for services. It must agree to let the board set policy within the limits of applicable statutes and regulations.

The Board of Directors

Membership on the board (or policymaking group) would be by formal invitation and would be extended to representatives from secondary and higher education, manpower and social service agencies, management, labor, or other persons designated by the board as appropriate. The board would be governed by its own constitution, which must include policies for the nomination, election, and tenure of board members. The board would be free to establish its own committee structure.

Collectively, the backgrounds of the individuals forming the directorate of the OIS would represent knowledge and experience in the collection and analysis of career and labor market information, the development of delivery systems for occupational information, career guidance, curriculum development, and a general knowledge of the economy and occupational structure of the State or other political jurisdiction receiving the Federal grant.

Guidelines

1. Required:

    1.1 The grant application must contain a draft of the constitution, charter, or interagency

agreement which would govern the OIS board. This document would specify the policymaking authority of the board, as well as policies for the nomination, election, and tenure of board members, the selection of board officers, the procedures for calling meetings, and the committee structure within the board. The applicant should also indicate who will be invited to serve on the OIS board, attaching copies of relevant correspondence to the application package.

1.2 The grant applicant should indicate that the director of the State employment security (ES) agency and the State's chief education officer(s), or their designated representatives, will serve on the OIS board of directors or policymaking group. In those States where responsibility for secondary education and community colleges resides in different agencies, the directors of the respective agencies, or their designated representatives, should serve on the OIS board.

Ideally, representatives from all relevant types of secondary education would be included on the board (e.g., college preparatory, vocational, commercial or business education, etc.). Copies of letters of intent to serve on the OIS board should be included with the grant application. These letters should be directed to the Governor, or to whomever he has designated to organize the OIS board.

1.3 User agencies must be represented on the board of directors. These might include schools, community colleges, manpower training agencies, ES local offices, libraries, social welfare agencies, or any other group which uses or purchases OIS services. The grant application should indicate the way in which substantial representation of user agencies on the board of directors will be achieved. Copies of correspondence to this effect should accompany the application.

1.4 The grant application must spell out the kinds of agreements that will be made between consortium member institutions (e.g., ES providing current occupational and job information to OIS, State education agency providing information about educational programs, consortium members agreeing to obtain consortium approval before inputting information into the system or changing system, etc.).

1.5 The grant applicant must indicate willingness to set up the board of directors with its corresponding constitution or charter within one month after receiving the Federal grant. A single statement indicating this will be sufficient.

2. Desirable:

2.1 Employers and organized labor should be represented on the OIS board. The grant application should indicate the way in which recognized employer groups (e.g., Chamber of Commerce, Alliance of Businessmen, etc.) and labor unions will be represented. Copies of relevant correspondence to this effect should accompany the grant application.

2.2 If the applicant will serve only a local area or combination of local areas, a member of the planning group which is responsible to the elected official(s), i.e., CETA prime sponsors, in such areas should serve on the OIS board. The applicant should indicate how it will attempt to obtain the participation of such individuals. Copies of correspondence to this effect should accompany the grant application.

2.3 The grant applicant should consider having client groups (e.g., students, manpower trainees, etc.) represented on the board of directors. The applicant should indicate its intent to do this, as well as the procedure it will use to select such representative(s), in the application itself.

The Occupational Information System Staff

The board of directors will select or approve the selection of an executive director to coordinate and supervise the operations, provide leadership to the organization's activity, and serve as board liaison. Under the executive director's

supervision, a professional staff will develop information, manage the delivery system, and assist user agencies in disseminating this information to clients. A wide range of academic disciplines and/or work skills, including labor economics and related fields of information development and dissemination, career counseling and education, research and evaluation, and public administration/business management, will be represented on this staff.

Information developers will seek, obtain, analyze, and appraise occupational information from a variety of published and unpublished sources and from interviews and synthesize the information into concise occupational materials designed to interest expected users of the system. In addition, they will direct the continuous updating of information in the system. Occupational information developers should have appropriate knowledge of manpower research, labor market analysis, statistics, and possibly computer operations (if computer operations are involved). They should also have a reasonable degree of verbal facility to write occupational statements in a lucid manner.

User services specialists will explain and publicize the OIS to potential user agency representatives, conduct in-service training for counselors and other user agency staff, negotiate contracts, and suggest procedural or policy changes to the OIS staff or board based on their evaluation of delivery system components. User services specialists should have appropriate knowledge of business management, dissemination media (e.g., computers, microfilm readers, etc.), career guidance, and evaluation techniques.

Once the system expands to serve several labor market areas and client groups, an operations manager might be needed to coordinate the operations of the OIS with the user sites, printing services, and computer or other hardware installations (if such equipment is used in the delivery system). The operations manager would keep the production and distribution of materials on schedule, relieve the director of day-to-day managerial tasks, and insure quick response to user requests.

Guidelines

The grant applicant should indicate how the OIS will be staffed and administered.

1. The grant application should include the number of positions and job titles and duties for those who will serve on the OIS professional staff, including the director, information developers, user services specialists, and administrative personnel such as operations managers. Also, the line-staff relationships should be indicated in chart form.

   1.1 If a director for the program is tentatively selected by the groups which intend to form the OIS consortium or board, this person's resume and a statement of reasons for the selection should accompany the application. If a director has not been identified during the period of developing the grant proposal, a job announcement or description containing job duties, qualifications, etc. should accompany the application. Ideally, the director of an OIS would have a background which would provide an understanding of both the labor market information and education/career guidance functions of this program.

1.2 One person on the OIS staff should supervise all of the information development activities. Ideally, the information development manager should have advanced education in labor economics with supportive education in occupational sociology, research methods, statistics, and education, as well as experience in the use of various labor market data sources (e.g., BLS occupational data, census data, employment service work force data, occupational analyses, wage surveys, National Center for Educational Statistics data, employer surveys, etc.). The grant applicant must agree to try to recruit an individual having as many of these qualifications as possible.

1.3 One person on the OIS staff designated as user services manager should supervise all of the user services activities. This person should have advanced education in career counseling and/or educational administration together with experience in one or more of the following

fields: Career counseling, school or agency management, marketing, staff training, and budgeting. The grant applicant should agree to try to recruit an individual having these qualifications.

2. The grant application should state how the proposed staffing pattern will relate to the number and location of labor market areas which will be served by the OIS during the first, second, and third years of operations. Specifically, the applicant should indicate (a) the size of the information development staff which will be needed to develop information for the various local areas covered by the system and (b) the size of the user services staff which will be needed to meet the needs of the number of user sites to which the system is likely to be extended. If the staff is not to be located in the same office or city, the applicant should indicate the reason why.

3. If the OIS staff will not be hired by the consortium board of directors, the applicant should indicate the nature of the organization structure to be used

(e.g., staff consisting of individuals from member agencies who remain on the payroll of their respective agencies).

3.1 All OIS staff should be supervised and evaluated by the program's director. The director should also participate in the selection of staff. Where OIS staff are appointed or selected from OIS member agencies, the director should concur with these appointments and obtain from these agencies a commitment that their personnel will be assigned to the OIS for a period of not less than 1 year.

3.2 If any OIS staff are to be hired or assigned to work part-time,the application should contain a rationale which indicates the advantages of such an arrangement. The applicant should also indicate how continuity will be maintained and how the organization will be responsive to user agencies if several staff members work only part-time.

Training

The grantee must provide adequate training for its own Occupational Information System staff and user agency staff and accept Department of Labor technical assistance where appropriate. The provision of technical assistance and training for this program will be a major function of the National Occupational Information Service which has recently been established in the Manpower Administration.

1. OIS Staff Training

   The grantee, in conjunction with the National Occupational Information Service, will be responsible for training its information development and user services staff.

   Information developers' training would focus on the practical techniques for locating, obtaining, appraising, analyzing, synthesizing, and presenting occupationally related information from a variety of governmental and nongovernmental sources, both in published and nonpublished forms, and from interviews. Included in this training would be an analysis of such sources as the census, the Occupational Employment

Statistics Program, area wage surveys, unemployment insurance statistics, and occupational analysis data. An analysis of data sources would deal with the demographic base of the data sources and their capability to be generalized, their respective strengths and weaknesses, and ways to use these sources in developing an occupational information system. Some training would also be provided on occupational classification systems and the concepts of employment and other labor market terms used in established data gathering systems.

User services staff training will emphasize the development of skills necessary to explain and publicize OIS services and to provide training to user agency staff, such as counselors, teachers, and administrators. More specifically, user services staff training will include techniques of developing an awareness in potential user agencies of OIS services, demonstrating delivery system components, negotiating agreements with agencies for use of the

system, delivering system materials, troubleshooting, and conducting user agency in-service training sessions which emphasize the integration of the system's information with guidance and instructional programs.

2. User Agency Staff Training

User agency staff training should be conducted at all user agency sites by the OIS user services staff. It should include a thorough orientation to the occupational information system, including the rationale and theoretical basis of the system and information sources used, strategies for individual as well as agency staff use of the system, strategies for individual use of the information for vocational decisionmaking, and evaluation procedures. In addition, the training should provide for (a) an opportunity for agency staff to practice using the delivery system and (b) a review of the to-be-developed OIS "Standards for Use" which each grantee must prepare so that user agencies can know what services to expect and responsibilities they have as well. The OIS user services staff should make at least one followup visit per year to each user site.

Guidelines

1. The applicant must agree to permit the director of the OIS staff and/or the individual in charge of the information development staff, i.e., the information development manager, to attend for approximately 1 month a training institute sponsored by the Department of Labor on occupational information development and utilization. This institute will be held sometime during fiscal year 1975; more information will be provided later.
2. The applicant must agree to provide in-service training to its OIS staff.
3. The applicant must agree to provide training to user agency staff on the use of the occupational information system.

Evaluation

The grantee must thoroughly evaluate the system's impact and performance. Sufficient information should be gathered on project operations and costs to make possible analyses for cost effectiveness, systems comparisons, and other purposes. Reports flowing from records collected by the local/State sponsor will be submitted for Federal review, which will focus on the same criteria as those used by the sponsor, although the

Federal concern will be with more aggregative measures than those useful for guiding local management. The National Occupational Information Service will provide grantees with technical assistance in the development of evaluation designs and instruments and will review these before they are used.

1. Impact Criteria

   The grantee should undertake a modest but valid and continuing evaluation of the impact of the system on students and other users. Impact criteria ought to include general knowledge of occupations; awareness of personally relevant occupations; knowledge of occupational information sources, including people and institutions in the community which can help with occupational exploration and job placement; and some measure of seeking out vocational information on one's own. Other impact criteria may be used if applicable to the particular system, e.g., the extent to which the student discusses his vocational plans with his parents or counselors. Whatever evaluation criteria are selected to determine the consequences of using an occupational information system, pretest data for these criteria or variables must be collected before clients begin to use the system.

Guideline

The grant applicant must agree to assess on an annual basis the progress of the OIS toward meeting the above impact criteria and to collect relevant pretest data during the first year of the grant in order to be able to make such an evaluation during the second (or first operational) year. The criteria upon which the impact of the OIS will be assessed should be specified in the grant application, and the applicant must agree to consult with the National Occupational Information Service on its evaluation instruments before these are applied. These instruments should be developed during the first year of the grant.

2. Performance Criteria

In order to permit evaluation of the performance of the OIS, valid and reliable measures of the following performance criteria should be applied:

a. System Penetration in Schools

(1) The system is disseminated to more and more schools until it is available to (i.e., has the capacity to be used by) two-thirds of the high school students in the State or local area within 3 to 4 years; for each high school served by the system, there should be sufficient

capacity to serve at least 80 percent of the students by the end of the second operational year (third Federal grants year).

(2) The system is used by a considerable number of students within each high school; the grantee must collect data on the number of different students who use the system in each school, as well as the total number of uses made of the system in a school year.

b. System Penetration in Other User Agencies

(1) The system is used by several agencies which serve people who need occupational information for making vocational choices, e.g., community colleges and universities, employment security agencies, vocational rehabilitation and other social service agencies, manpower training agencies such as the Job Corps, and libraries.

(2) The grantee must collect data on the number of different people in each user agency who use the system, as well as the total number of uses made of the system in a fiscal year.

c. Variety of Users - The system is used by various types of clients, e.g., collect data on the types of

users by academic program followed (college prep, general, vacational, etc.), sex, race, economic status, veteran status, academic ability, and whether English is spoken as a second language.

d. Ease of Use - The system is easy to use and can be operated by most clients after a brief orientation.

e. Integration with Educational Program

(1) System becomes part of guidance program in school, i.e., counselors use the system and refer students to it.

(2) Teachers incorporate information from system into (career education) curriculum.

f. Costs - User agency keeps account of annual cost per user so that it can determine the most feasible or worthwhile delivery system.

If other peformance criteria are considered applicable for a particular system, the grantee may wish to include them, such as whether the users themselves (e.g., students) believe the system favorably influences their career decisions, whether parents believe the system aids their children in making

better career decisions, and whether vocational education and manpower planners use information from the system for program planning. These kinds of criteria are optional for the evaluation of the system.

Guidelines

1. The grant applicant must agree to collect, analyze, and forward to the National Occupational Information Service on an annual basis the kinds of system use and cost data specified in the above standards as well as in other relevant sections (see pages 63-69). In its annual evaluation report which uses these data, the grantee should agree to compare its system's performance with any performance standards specified by this document.
2. The grant applicant must agree to forward to the National Occupational Information Service a plan to evaluate the performance of its OIS within 9 months after having received a program grant.

3. Other Evaluations

The grantee may wish to conduct longitudinal evaluation studies which compare the labor market success or experience of clients who used the system with those who did not. Followup studies of this kind require very large sample sizes to make meaningful conclusions and hence are quite expensive. Funds from this program should not be used for such long-term evaluation efforts. Grantees, however, are encouraged to seek funds from other sources in order to conduct such studies. The National Occupational Information Service will provide assistance in seeking funds for this kind of research or evaluation. Grantees might also wish to encourage universities to undertake evaluation and research efforts to determine the long-term labor market consequences of using an occupational information system.

Guideline

The applicant must agree not to use program funds to conduct the kinds of longitudinal labor market studies mentioned above.

4. Requirements for Grant Monitoring

Annual renewal of Federal grants will depend on the extent to which the grantee complies with the standards and guidelines for this program. An annual evaluation report, which includes the presentation of any data collected on the performance and impact of the system must be submitted to the National Occupational Information Service during the third quarter for each fiscal year that the grantee receives Federal funds. In addition, quarterly progress reports should be submitted. The quarterly report should state in a few pages the extent to which program standards and guidelines are being achieved and should include a statement of problems encountered and a plan for the next quarter's operations. The final progress report for the first year should contain two things: (1) A detailed review of the progress in establishing the OIS during the first year of the grants program and (2) a plan for evaluating the program's impact and performance during the second (or first operational) year. This

plan should contain all evaluation instruments to be used and should be reviewed by the national office before clients begin using the system.

Guideline

The applicant must agree to comply with the above standard.

Federal-Grantee Responsibilities for Costs

Federal funding will be granted over a period of time that allows for initial development and gradual phasing in of services. Beginning in the second year, the State or other grantee will assume an increasing portion of development and operating costs so that their systems will be fully self-supporting within a few years.

Federal grants will support establishment of the consortium, management of the system, information development from existing data and other information sources, adoption and/or adaptation of an information delivery system, in-service training, and initial marketing and services to schools and other agencies which use the OIS. Federal funds should not be used to finance basic data collection programs, e.g.,

occupational employment and wage surveys, nor the equipment or user agency personnel required for the actual delivery of information to users.

User agency fees (from school systems, manpower agencies, libraries, etc.) or other funding arrangements must cover the direct cost of information delivery from the outset and eventually the cost of information development. Delivery costs will depend on the delivery system media selected by the user. As more individuals use the system, economies of scale would tend to reduce the delivery cost per client.

While a number of factors are expected to contribute to the cost of developing and maintaining an OIS, at least two factors will have primary significance: (1) The number and size of local areas for which information must be developed and user services provided and (2) the occupational complexity of the State (or other grantee) which determines the number of occupations that should be included in the information system. Accordingly, Federal grants of approximately $200,000 to $400,000 will be given to grantees. No grant will be authorized in excess of $400,000 annually.

Smaller States (or local area grantees) and larger States planning to serve only a small number of local areas initially are expected to require an amount near the lower end of the above range. Larger States planning to serve a sizable number of local areas, particularly large Standard Metropolitan Statistical Areas (SMSA's), are expected to require funds in the upper end of this range.

For purposes of planning its initial budget, a potential grantee should consider including, as its basic staff, the following kinds and approximate number of personnel:

1. Executive Director (1)
2. Occupational Information Developers (4-5)
3. User Services Specialists (2)
4. Clerical Staff (3)

This staff could operate an OIS serving two large SMSA's. States which initially plan to serve more than two large SMSA's (exceeding 250,000 population) should consider supplementing this basic staff with one Full-Time Equivalent (FTE) professional person (i.e., occupational information developer or user services specialist) for every additional large SMSA. However, the total cost for staff and other

budget items for which Federal dollars will be applied cannot exceed $400,000. Inasmuch as the grantee will be expected to finance the entire cost of the program within 3 to 4 years, care should be taken to insure that the budget submitted can be eventually supported by the grantee and/or by user agency fees.

Since an increase in program costs is foreseen in the second year, which is the first operational year (when information is actually delivered to clients), Federal funding during that year will not decrease in dollar amount, although it will represent a lesser percentage of total program costs. Consequently, grantees will be expected to find sufficient revenues by the second year to finance a substantial portion of the program (e.g., 25-30% of the information development costs). The Federal dollar contribution will be reduced significantly during subsequent years (e.g., 25-30% reduction per year until totally phased out), when grantees will be required to provide greater support of OIS through user fees and/or State and local contributions.

Statewide implementation of an Occupational Information System will require the grantee to initially select several local areas to be served, with subsequent expansion to other local areas until all or nearly all of them are served. Several of the State's larger metropolitan areas, including those with relatively large disadvantaged populations, should be among those where information development and subsequent dissemination will proceed first. For the purposes of this program, statewide implementation will have been achieved when the system is available to (i.e., has the capacity to be used by) two-thirds or more of the State's high school population, as well as large numbers of other users, within 3 to 4 years.

Cost Guidelines

1. The grant proposal should include:

    1.1 A proposed budget for the first year (fiscal 1975), itemizing expenditures for information development, user services, general management, preprogram collection of data for evaluation, establishment of the consortium itself, and indirect costs.

1.2 A preliminary budget summary for the second year (fiscal 1976), including estimated income from user service fees, sale of materials, and State agency and Federal contributions, as well as estimated expenditures.

1.3 A tentative schedule of user fees, if applicable.

2. The applicant must agree to keep a record of all expenditures associated with this project, which can be made available in handbook form to future applicants. This sort of cost trail or experience will prove useful to future applicants or grantees who will want to know how much different types of systems actually cost.

3. The applicant must agree to spend no more than 10 percent of the first year grant, or up to $25,000 over the life of the grant, whichever is less, on hardware or media for the OIS central office, such as computers, terminals, microfilm reader-printers, copying machines, or printed materials such as books, pamphlets, or handbooks.

4. The applicant must agree not to use grant funds to support staff in school counseling or career information centers.

5. The applicant must agree not to use grant funds to support information delivery (i.e., equipment or personnel required for delivery) to clients. These costs will be borne by the user agencies themselves, and in some special instances by the grantee.

6. Based on experience with ongoing systems, it is anticipated that program costs exclusive of delivery costs will rise approximately 30 percent during fiscal 1976, which is the first operational year when information is actually delivered to clients. The applicant must agree to bear this additional cost in fiscal 1976, while the Federal contribution for that year will remain about the same as it was for fiscal 1975. The applicant should indicate how it intends to subsume these costs, indicating the portion to be paid from user agency fees as well as from any other local or State source.

7. The applicant should agree in principle to assume a substantially larger portion of the total program cost, e.g., 60 percent in the third year (fiscal 1977),

and entire financial responsibility for the program by the fourth or fifth year. Beginning in the third year, the number of Federal dollars allocated to an OIS program will be substantially reduced. The Department of Labor intends to continue funding an OIS for at least 3 and possibly 4 years.

8. If Federal funds have already been used to develop or extend an occupational information system in the particular State or area, the applicant must state how it will expand, refine, or improve the system. The applicant must state the extent and source(s) of such Federal funding as well as the corresponding dates of this funding.

Guidelines for Phased Statewide Extension of an OIS

The grant application should include a plan by which statewide service will be accomplished over 3 to 4 years.

1. The applicant should identify the geographic areas to be served during the first operational year (second year of the Federal grant).
2. The applicant should specify the number and types of clients to be served, e.g., secondary school

students, community college students, employment service and welfare agency clients, etc., and the general schedule by which the system will be made available to each group over a 3 to 4 year period. The applicant should complete the System Use Worksheet designed for this purpose (see page 69).

3. The applicant should indicate how the proposed staffing patterns of the OIS are consistent with the preceding timetable for extending services to more and more clients. Specifically, the applicant should indicate (1) how fast the information development staff will grow to accommodate the development of localized information for more areas and (2) how fast the user services staff will grow to accommodate the increasing number of schools and other agencies which will use the system.

4. The applicant should indicate what budget arrangements will be made by potential user school systems to enable them to begin OIS operations by October 1975. If school budget cycles cannot be adjusted to meet this

startup goal, the applicant should state when the OIS program will become operational in participating schools.

5. The applicant should submit a plan which indicates how and to what extent students from disadvantaged areas will be served by the OIS. If the applicant expects to supplement grant funds in order to encourage the dissemination of the system to disadvantaged areas (e.g., purchase computer time, microfilm readers, etc. for poorer school districts or other user agencies), the approximate amounts, sources, and activities supported by these supplementary funds should be identified in the application.

SYSTEM USE WORKSHEET

Target Population	Year 2 (FY 1976)			Year 3 (FY 1977)			Year 4 (FY 1978)		
	Total Number	Number Served	Percentage Served	Total Number	Number Served	Percentage Served	Total Number	Number Served	Percentage Served
Secondary School Students									
Community College Students									
4-Year College Students									
Employment Service Clients									
Manpower Trainees									
Welfare Clients									
Vocational Rehabilitation Clients									
Adults, Non-institutional									
Corrections Institutions Inmates									
Veterans									
(List others)									

APPENDIX A: GLOSSARY OF TERMS

1. Accessing refers to the strategy or approach used by an individual to search out and explore occupational information. An individual can obtain specific information directly, or can engage in some sort of structured search which would enable the person to relate one or more occupationally relevant interests, abilities, preferences, physical dimensions, values, etc. to the universe of occupations.

2. Availability of occupational information refers to the capacity of an information delivery system to be used by a certain number of clients or users within a certain period of time.

3. Client is any individual from any group who obtains occupational information from the system for the purpose of career exploration or decisionmaking.

4. Consortium refers to those groups and agencies together which are representated on the directorate of a State or local occupational information system.

5. Copy refers to summaries of occupational information which can be given to users of the occupational information system for future reference.

6. Data collection refers to those activities concerned with obtaining raw labor market data, e.g., surveys.

7. Delivery system refers to all those components of an occupational information system which are concerned with the transmittal of occupational information to individuals seeking it.

8. Dissemination refers to how and through which media occupational information is presented or made available for use by individuals.

9. Information development refers to gathering and appraising occupational data and information from published and unpublished sources and putting this information into concise occupational statements which can be used by individuals in the process of career exploration and decisionmaking.

10. The National Occupational Information Service (NOIS) is the organization recently created in the Manpower Administration to oversee and provide administrative leadership for the occupational information grants program described here. NOIS will provide considerable technical assistance and training to those states and local areas receiving grants to establish occupational information systems.

11. Occupational Information System (OIS) refers to the organization in a State or local area which gathers, appraises, and disseminates accurate, current, and locally relevant occupational information.

12. User agency is any group or organization which purchases or uses the services of an occupational information system, e.g., schools, manpower and social service agencies.

13. User services are those services provided to groups or organizations which use the occupational information system, such as in-service training for user agency staff, evaluation of delivery system components, etc.

14. Updating information refers to the process by which occupational information in the system is periodically reviewed and altered as necessary to assure its currency and accuracy.

APPENDIX B: GRANT CONDITIONS

In addition to the Standards and Guidelines to which the grantee will be expected to adhere, it is anticipated that the general grant conditions listed on the following pages will be included in the contractual arrangement between the U.S. Department of Labor, Manpower Administration, and the grantee. The Government, however, reserves the right to modify these conditions prior to the actual completion of the contractual arrangement should it be necessary to do so to insure their conformity with any pertinent acts, rules, regulations, etc. in effect at the time the arrangement is being so completed.

GRANT CONDITIONS UNDER THE OCCUPATIONAL INFORMATION SYSTEMS GRANTS PROGRAM

1. DEFINITIONS

As used in this grant (see Notice of Grant Award), the following terms shall have the meaning set forth below:

a. "Secretary" means the Secretary of the U. S. Department of Labor, and the term "his duly authorized representative" means any person or persons authorized to act for the Secretary.

b. "Grantee" means the State or local agency named in this grant as the recipient of the grant award.

c. "Grant Officer" means the person executing this grant document on behalf of the Government, and any other individual who is properly designated a representative of the grant officer and acting within the limits of his authority.

d. "MA" means the Manpower Administration of the U.S. Department of Labor.

2. APPLICABILITY OF CONDITIONS

These conditions shall be applicable to the grantee and to any agency or organization which, pursuant to a

contract, agreement, or other arrangement with the grantee, undertakes responsibility for any part of this grant. Exceptions to these conditions may be requested in cases where compliance with one or more of them would cause unnecessary difficulties in carrying out the approved project. A waiver of any condition must be in writing and must be signed by the grant officer. Any such waiver must be explicit; no waiver may be inferred from the fact that the grant is responsive to an application which may have contained material inconsistent with one or more of these conditions.

3. SCOPE OF WORK

The work and/or services which the grantee shall perform shall be consistent with the proposal as approved for support by the grant officer, and shall be performed in accordance with that document which is appended as Attachment 1 to the Notice of Grant Award.

4. AMOUNT OF GRANT

The amount of the Federal grant shall not exceed the smaller of (a) the "Total Amount of This Grant" shown in the Notice of Grant Award, or (b) the amount of cash

expenditures (other than grantee contributions) made by the grantee for project purposes during the grant period. For this purpose, the amount of cash expenditures shall include only expenses which are chargeable to the budget of the grantee and which are determined by the grant officer to be allowable costs under the applicable provisions of subpart 1-15.7 of the Federal Procurement Regulations (41 CFR 1-15.7).

5. USE OF GRANT FUNDS

Grant funds shall be expended only for the purpose and activities of the approved project. Adjustments within the approved budget may be made by the grantee without prior approval by the grant officer, in accord with Attachment K of OMB Circular A-103 (see Condition 31), provided the total expenditures do not exceed the amount of the grant, the funds affected do not exceed five percent of the grant budget, and the adjustments are consistent with Program Standards and Guidelines. Expenses which are attributable only in part to this project shall be prorated on a reasonable and consistent basis to determine the amount chargeable to the activities supported by this grant. The

following statement, signed by the authorized grantee official, will accompany the final fiscal report:

"I certify that all payments and expenditures reported are for proper grant purposes and in accordance with the approved budgets set forth in the grant documents."

6. OBLIGATION OF GRANT FUNDS

Grant funds may not be obligated prior to or after the grant period. Obligations outstanding as of the end of the grant period may be liquidated (paid out) after the end of the grant period. Such obligations shall involve only specified commitments for which a need existed during the grant period and which are supported by approved contracts, purchase orders, requisitions, invoices, bills, or other evidence of liability consistent with the grantee's purchasing procedures and incurred within the grant period. All obligations incurred during the grant period shall be liquidated within 3 calendar months after the end of the grant period, if practicable.

7. PAYMENTS UNDER THE GRANT

Payments under the grant will be made as follows:

a. The initial payment will be made in the amount set forth on the cover sheet.

b. Final payment will be made on receipt and acceptance by the grant officer of (1) the reports required under condition 17 below, and (2) a final fiscal statement accounting for all expenditures under this grant.

8. UNOBLIGATED FUNDS

Funds remaining unobligated at the end of the grant period cannot be transferred to another grant. The amount of the free or unobligated balance remaining at the end of the grant period shall be returned to the U.S. Department of Labor when the final financial report for the grant period is submitted. If savings occur in the liquidation of obligations outstanding at the end of the grant period, these become part of the unobligated balance.

9. TRAVEL EXPENSES

Expenses charged for travel shall be governed by the following:

a. Local travel by public carrier at actual costs and by privately owned automobile at the grantee's usual rate.

b. Out-of-town travel at the actual costs of rail or air fare, plus actual costs of subsistence, but not to exceed those allowable under the customary practice of the grantee, except that air travel shall be at less than first class where practicable.

10. SALARIES AND WAGES

The current policies of the grantee institution with respect to administration of salary and wages shall be applied to salaries and wages payable under this grant. The term "administration of salary and wage scales" is interpreted to mean hours of work, overtime rates, outside activities, general wage increases, and individual promotions. Consultants shall be paid at the prevailing rates, established by the institution. In exceptional cases where the required caliber of services cannot be obtained at the prevailing rates, a request to pay a higher rate, with justification therefor, shall be submitted to the grant officer for consideration and prior approval before the commitment is made.

11. ESTIMATE OF TIME OR EFFORT

The grantee shall maintain quarterly "Time or Effort Reports" for all professional staff rendering services under

the grant. Such reports shall be prepared not later than 1 month following the end of the quarterly period within which the services were rendered. The estimate may be based on either hours or a percentage of effort. The estimate may be prepared by either the professional staff member himself or his supervisor and retained in the office of the individual responsible for preparation of expenditure reports. The "Time or Effort Reports" shall be available for inspection at any time by representatives of the Government.

12. LEASE-PURCHASE AGREEMENT

The grantee shall not, while using Federal funds in the performance of this grant, lease either real or personal property under terms providing, among other things, for the option to apply rent in whole or in part toward the purchase of the property being leased without prior written consent of the grant officer. Moreover, the grantee agrees to have the substance of this clause inserted in any subcontract or equivalent instrument entered into in performance of the grant.

13. EXPENSES DISALLOWED

No project funds shall be expended for:

a. The purchase of land, or any interest therein; the acquisition of construction of facilities; or the procurement of passenger-carrying vehicles;

b. The cost of meals for employees or officials of the grantee except when in travel status; or

c. Cost incurred before or after the grant period.

14. INTEREST EARNED ON FEDERAL FUNDS

All interest earned on Federal grant funds is to be used for the purposes of the grant, in accord with OMB Circular A-102, Attachment E. (See Condition 31.)

15. ACCOUNTING FOR PROPERTY

Title to, and disposition of, all property furnished by the Government or acquired with grant funds, shall be determined in accord with OMB Circular A-102, Attachment N. (See Condition 31.)

16. ACCOUNTING PROCEDURES AND AUDIT

Accounting for grant funds will be in accordance with grantee institution accounting practices, consistently applied, regardless of the source of funds. Itemization of all supporting records of grant expenditures, including grantee contributions, must be in sufficient detail to show the exact nature of the expenditures. The General Services Administration Circular FMC 73-3, December 19, 1973, requires that the grantee's contribution to the project shall be not less in proportion to the total actual charges against the grant than the ratio indicated in the approved budget. Records must be available for audit by Government representatives and must be retained for 3 years after expiration of the grant, except as otherwise provided by OMB Circular A-102, Attachment C, paragraph 1. (See Condition 31.)

17. REPORTS

Prior to the end of the grant period, grantee shall submit one camera-ready copy and 15 reasonably durable bound copies of a final progress report in accordance with Evaluation Standard Number 4. A short summary (four to five paragraphs totaling about 300

words) will either be included in or accompany the report. The form, "Standard Title Page for Technical Reports" (see page following grant conditions) must be completed and bound into each copy behind the title page. This is a requirement of the information storage and retrieval system. Said final report shall contain, either in the preface or on the title page, the following acknowledgment:

> "The material in this project was prepared under Grant No(s). (enter appropriate MA numbers) from the Manpower Administration, U.S. Department of Labor, under the authority of title III of the Comprehensive Employment and Training Act of 1973. Researchers undertaking projects under Government sponsorship are encouraged to express freely their professional judgment. Therefore, points of view or opinions stated in this document do not necessarily represent the official position or policy of the Department of Labor."

18. QUESTIONNAIRE APPROVAL

No questionnaire or survey plan shall be identified as a Government study or Government-approved study, unless the

grantee submits to the grant officer copies of said questionnaires and survey plans for clearance in advance of use, in accordance with the Federal Reports Act of 1942.

19. RIGHTS TO AND DISPOSITION OF DATA

The grantee may publish, cause to be published, or distribute for public consumption any information concerning the results or conclusions of research conducted under this grant, without prior review by the grant officer, provided that such publications contain the acknowledgment required by condition 17 above.

Grantee agrees to furnish one camera-ready copy and 15 copies of each such publication to MA, and agrees, to the extent that the grantee has power to grant such rights, that the Government may duplicate, use, and disclose in any manner and for any purpose whatsoever, and have others so do, all data procured or reports delivered under this grant. It is understood that the grantee may not be required to disclose material of a confidential nature to the Government even though such material has been collected in the performance of this grant. If the grant results in a book or other copyrightable material, the author is free to

copyright the work, but the grantee agrees that the Government reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, all copyrighted material and all material which can be copyrighted resulting from this grant. It is further agreed that in any material prepared under this grant under which a license is reserved to the Government under the preceding sentence, the following language shall be added plainly in the vicinity of the copyright: "Reproduction by the U.S. Government in whole or in part is permitted for any purpose."

20. TERMINATION

a. In accord with Attachment L of OMB Circular A-102 (See Condition 31), this grant may be terminated in whole or in part by the grant officer after notice to the grantee, except that a termination shall not affect any financial commitment which in the judgment of the grant officer had become firm prior to the effective date of the termination. Upon notice of termination, the grantee shall make no new commitments and shall cancel and otherwise reduce, insofar as possible, the amount of outstanding commitments and repay to the grant

officer, by check payable to the U.S. Department of Labor, the uncommitted balance of all funds that have been paid to the grantee under the terms of this grant.

b. The grantee shall communicate with the grant officer whenever it has reason to believe that circumstances may necessitate termination of the grant. It is expected that the most common cause for termination will be the inability of the grantee to carry out the program for which the grant was made or inability to adhere to the other conditions set forth in the grant instrument.

21. AVAILABILITY OF THE PROGRAM DIRECTOR

The availability of the services of the person named in the notice of grant as "Program Director" is one of the conditions of the grant. Grantee agrees to inform the Government immediately whenever it appears to be impossible for the Program Director to continue to work on the project as planned. Under such circumstances the grant may be revoked unless a substitute is approved by the grant officer. In the event grantee has not yet approved a Program Director at the time of the grant award, grantee will provide within 15 days of the award of the grant, a name of the proposed Program Director and a resume of his/her experience. This

candidate must be approved by the grant officer and appointed by the Occupational Information System Board within 30 days of the Occupational Information System Board within 30 days of the grant award. Failure to comply with this provision can constitute grounds for termination of the grant.

22. REPLACEMENT OF KEY PERSONNEL

The Government reserves the right to require the replacement of key personnel whose continued appointment would be inconsistent with the objectives of the project or would impair performance under this grant. In the event the grant officer disapproves the proposed appointment of a replacement to key personnel, grantee agrees to use its best efforts to furnish the grant officer as soon as practicable with the names and resumes of other suitable replacements.

23. CONTRACTS

a. Procurement under these grants will be conducted in accord with Attachment O of OMB Circular A-102. (See Condition 31.) Nothing herein, however, shall be construed to constitute a determination of the allowability of such cost. The grantee shall not enter into any agreement, under this grant, which provides for payment on a cost-plus-percentage-of-cost basis.

b. The grantee will give the Government immediate notice in writing of any action or suit filed and prompt notice of any claim made against the grantee by any party with whom the grantee

has entered into a subcontract and which, in the opinion of the grantee, may result in litigation related in any way to this grant.

24. EQUAL OPPORTUNITY

(The following clause is applicable unless this grant is exempt under the rules, regulations, and relevant orders of the Secretary of Labor (41 CFR, ch. 60).) During the performance of this grant, the grantee agrees as follows:

a. No person with responsibilities in the implementation of said grant will discriminate against any participant, employee or applicant for employment in conjunction with such grant because of race, color, creed, sex, national origin, political affiliation, or belief. The grantee will take affirmative action to insure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for

training, including apprenticeship. The grantee agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the grant officer setting forth the provisions of this equal opportunity clause.

b. The grantee will state, in all solicitations or advertisements for employees placed by or on behalf of the grantee, that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

c. The grantee will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency grant officer, advising the labor union or workers' representative of the grantee's commitments under this equal opportunity clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

d. The grantee will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

e. The grantee will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the Department of Labor and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

f. In the event of the grantee's noncompliance with the equal opportunity clause of this grant or with any of the said rules, regulations, or orders, this grant may be canceled, terminated, or suspended, in whole or in part, and the grantee may be declared ineligible for further Government grants or contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

g. The grantee will include the provisions of paragraph a through g in every subcontract or purchase order

unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The grantee will take such action with respect to any subcontract or purchase order as the Department of Labor may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event the grantee becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the grantee may request the United States to enter into such litigation to protect the interests of the United States.

25. POLITICAL ACTIVITY

No funds provided hereunder shall be used for any partisan political activity or to further the election or defeat of any candidate for public office, and no part of the administration of the program authorized by this grant shall be intermingled with or closely affiliated with any partisan political activity. In addition, it should be

noted that employees of public bodies and Community Action Agencies may be subject to limitations on their political activities under the Hatch Act (5 U.S.C. 1502 (a), 18 U.S.C. 595).

26. BUY AMERICAN ACT

a. In acquiring end products, the Buy American Act (41 U.S.C. 10 (a) (d)) provides that the Government give preference to domestic source end products. For the purpose of this clause:

(1) "Components" mean those articles, materials, and supplies which are directly incorporated in the end products;

(2) "End products" mean those articles, materials, and supplies which are to be acquired under this grant for public use, and

(3) A "domestic source end product" means:

(a) an unmanufactured end product which has been mined or produced in the United States, and

(b) an end product manufactured in the United States if the cost of

components thereof which are mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. For the purpose of this a. (3) (b), components of foreign origin of the same type or kind as the products referred to in b. (2) or (3) of this clause shall be treated as components mined, produced, or manufactured in the United States.

b. The grantee agrees that there will be delivered under this grant only domestic source end products, except end products:

(1) Which are for use outside the United States;

(2) Which the Government determines are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality;

(3) As to which the Secretary determines the domestic preference to be inconsistent with the public interest; or

(4) As to which the Secretary determines the cost to the Government to be unreasonable.

(The foregoing requirements are administered in accordance with Executive Order No. 10582, dated December 17, 1954.)

27. COVENANT AGAINST CONTINGENT FEES

The grantee warrants that no person or selling agency or other organization has been employed or retained to solicit or secure this grant upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the grantee for the purpose of securing business. For breach or violation of this warranty, the Government shall have the right to annul this grant without liability or, in its discretion, to deduct from the grant award, or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.

28. OFFICIALS NOT TO BENEFIT

No member of or delegate to Congress, or resident commissioner, shall be admitted to any share or part of

this grant, or to any benefit that may arise therefrom; but this provision shall not be construed to extend to this grant if made with a corporation for its general benefit.

29. LIMITATIONS ON REPRESENTATIONAL ACTIVITIES IN BEHALF OF GRANTEES BY FORMER DOL MANPOWER EMPLOYEES

The grantee hereby warrants that no individual retained or hired by the grantee has performed or will perform any of the representational activities set out below before the Department of Labor in behalf of the grantee, if such individual was formerly employed in the said Department's Office of the Assistant Secretary for Manpower, the Manpower Administration, or any subdivision thereof, in a GS-14 position or above, within two (2) years prior to the performance of such representational activities. For the purposes of this paragraph, the said "representational activities" shall mean any appearance, conversation, or other direct contact in relation to the grant between the former Department of Labor employee aforesaid and any person then in the employ of the Department of Labor, and shall include telephone conversations and any correspondence with

the Department of Labor or any subdivision or employee thereof. In the event of breach or violation of the foregoing warranty by the grantee the Department of Labor shall have the right to annul this grant without liability on the part of the Government, if the Department of Labor determines in its discretion that the attendant circumstances so warrant and that is is in the best interest of the Government to do so; and, in addition, the grantee's name will appear on a debarred list established by the Secretary, or his duly authorized representative, for those found by the latter to have violated or breached this warranty. As a result of such listing of debarment, the grantee will thereafter be precluded from receiving any awards from the Department of Labor for a period of two (2) years from the time the grantee's name is so placed on that list, unless otherwise provided by the Secretary or his duly authorized representative. (See 41 CFR 29-61.1.)

30. DISCLAIMER OF LIABILITY

Liabilities for the project supported by this grant are that of the grantee and not the Federal Government, which assumes no liability with respect to accidents, illnesses,

or claims arising out of the grant. Accordingly, the grantee is advised to take such steps to insure or protect itself as it may deem desirable.

31. OTHER CONDITIONS

The grantee agrees to comply with provisions 2-15 as set forth in title VI, section 603, CETA, as may be applicable. The grantee also agrees to comply with the provisions of the Office of Management and Budget Circular A-102 (revised), dated October 19, 1971, and all Attachments thereto. Where it is determined that a conflict between the above conditions and Circular A-102 exists, the provisions of the Circular shall prevail.

BEST COPY AVAILABLE

BIBLIOGRAPHIC DATA SHEET	1. Report No. DLMA	2.	3. Recipient's Accession No.
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APPENDIX C: PRELIMINARY GRANT APPLICATION

The purpose of this announcement is to encourage your State to apply for an Occupational Information Systems Grant. You may respond by completing the following preliminary grant application form. Applicants should read through the enclosed Standards and Guidelines to gain an overview of the total program before responding.

Submission of Applications

Twelve copies of each application should be sent to:

Director
National Occupational Information Service
Manpower Administration
U.S. Department of Labor
601 D St., N.W., Room 10010
Washington, D.C. 20213

The preliminary grant application must be submitted within 45 days of the announcement of the program (date on letter to Governor). Processing of applications will be completed and applicants receiving planning grants will be notified within 15 to 30 days after the closing date.

The Application Form

The application shall include a completed "Preapplication for Federal Assistance" Office of Management and Budget Form 80-RO 187, set out as Exhibit M-1 to Attachment M of OMB Circular A-102 dated September 8, 1972. A copy of this form follows for your convenience.

EXHIBIT M-1
Circular No. A-102
OMB NO. 80-R0187

PREAPPLICATION FOR FEDERAL ASSISTANCE PART I	1. State Clearinghouse Identifier 2. Applicant's Application No
3. Federal Grantor Agency Organizational Unit Administrative Office Street Address – P.O. Box City State Zip Code	4. Applicant Name Department Division Street Address – P.O. Box City County State Zip Code
5. Descriptive Name of the Project	
6. Federal Catalog No.	7. Federal Funding Needed $
8. Grantee Type _____ State, _____ County, _____ City, _____ Other (Specify)	
9. Type of Assistance _____ Grant, _____ Loan, _____ Other (Specify)	
10. Population Directly Benefiting from the Project	12. Length of Project
11. Congressional District a. b.	13. Beginning Date 14. Date of Application
15. The applicant certifies that to the best of his knowledge and belief, the data in this preapplication are true and correct, and the filing of the preapplication has been duly authorized by the governing body of the applicant.	
Typed name / Title / Telephone Number (AREA CODE, NUMBER, EXT.)	
Signature of authorized representative	
For Federal Use Only	

INSTRUCTIONS

This form shall be used for all Federal assistance projects for construction, land acquisition or land development in excess of $100,000 Federal funding. It is not applicable to continuing grants after the initial grant has been awarded, or to requests for supplements or revisions to existing grants or loans. However, the applicant may submit the preapplication form for other assistance requests, and the Federal grantor agency may require the preapplication form for other assistance requests.

Submit the original and two copies of all required forms. If an item cannot be answered or does not appear to be related or relevant to the assistance requested, write "NA" for not applicable.

Item 1 – Enter the State clearinghouse identifier. This is the code or number assigned by the clearinghouse to applications requiring State clearinghouse coordination for programs listed in Attachment D, Office of Management and Budget Circular No. A-95.

Item 2 – Enter the applicant's preapplication number or other identifier.

Item 3 – Enter the name of the Federal grantor agency, the name of the primary organizational unit to which the application is addressed, the name of the administrative office having direct operational responsibility for managing the grant program, and the complete address of the grantor agency.

Item 4 – Enter the name of the applicant, the name of the primary organizational unit which will undertake the grant supported activity and the complete address of the applicant.

Item 5 – Enter the descriptive name of this project.

Item 6 – Enter the appropriate catalog number as shown in the Catalog of Federal Domestic Assistance. If the assistance request pertains to more than one catalog number, leave this space blank and list the catalog numbers in Part III.

Item 7 – Enter the approximate amount that is requested from the Federal government. This amount should include the total funds requested in this application and should agree with the total amounts shown in Part III, Line 6, Column (e).

Item 8 – Check one grantee type. If the grantee is other than a State, county, or city government, specify the type of grantee on the "Other" line. Examples of other types of grantees are council of governments, interstate organizations, or special units.

Item 9 – Check the type of assistance requested. If the assistance involves more than one type, check two or more blocks and explain in Part IV.

Item 10 – Enter the number of persons directly benefiting from this project. For example, if the project is a neighborhood health center, enter the estimated number of residents in the neighborhood that will use the center.

Item 11

a. Enter the congressional district in which the applicant is located.

b. Enter the congressional district(s) in which most of the actual work on the project will be accomplished. If the work will be accomplished city-wide or State-wide, covering several congressional districts, write "city-wide" or "State-wide"

Item 12 – Enter the number of months that will be needed to complete the project after Federal funds are made available.

Item 13 – Enter the approximate date the project is expected to begin.

Item 14 – Enter the date this application is submitted.

Item 15 – Complete the certification before submitting the report.

3

OMB NO. 80-R0187

PREAPPLICATION FOR FEDERAL ASSISTANCE

PART II

1. Does this assistance request require State, local, regional or other priority rating? _____ Yes _____ No
2. Does this assistance require State or local advisory, educational or health clearance? _____ Yes _____ No
3. Does this assistance request require Clearinghouse review? _____ Yes _____ No
4. Does this assistance request require State, local, regional or other planning approval? _____ Yes _____ No
5. Is the proposed project covered by an approved comprehensive plan? _____ Yes _____ No
6. Will the assistance requested serve a Federal installation? _____ Yes _____ No
7. Will the assistance requested be on Federal land or installation? _____ Yes _____ No
8. Will the assistance requested have an effect on the environment? _____ Yes _____ No
9. Will the assistance requested cause the displacement of individuals, families, businesses, or farms? _____ Yes _____ No
10. Is there other related assistance for this project previous, pending, or anticipated? _____ Yes _____ No

PART III – PROJECT BUDGET

FEDERAL CATALOG NUMBER (a)	TYPE OF ASSISTANCE LOAN, GRANT, ETC. (b)	FIRST BUDGET PERIOD (c)	BALANCE OF PROJECT (d)	TOTAL (e)
1.				
2.				
3.				
4.				
5.				
6. Total Federal Contribution		$	$	$
7. State Contribution				
8. Applicant Contribution				
9. Other Contributions				
10. Totals		$	$	$

PART IV – PROGRAM NARRATIVE STATEMENT

(Attach per instruction)

INSTRUCTIONS

PART II

Negative answers will not require an explanation unless the Federal agency requests more information at a later date. All "Yes" answers must be explained on a separate page in accordance with the instructions.

Item 1 – Provide the name of the governing body establishing the priority system and the priority rating assigned to this project. If the priority rating is not available, give the approximate date that it will be obtained.

Item 2 – Provide the name of the agency or board which issued the clearance and attach the documentation of status or approval. If the clearance is not available, give the date it will be obtained.

Item 3 – Attach the clearinghouse comments for the preapplication in accordance with the instructions contained in Office of Management and Budget Circular No. A-95.

Item 4 – Furnish the name of the approving agency and the approval date. If the approval has not been received, state approximately when it will be obtained.

Item 5 – Show whether the approved comprehensive plan is State, local or regional; or, if none of these, explain the scope of the plan. Give the location where the approved plan is available for examination, and state whether this project is in conformance with the plan. If the plan is not available, explain why.

Item 6 – Show the population residing or working on the Federal installation who will benefit from this project.

Item 7 – Show the percentage of the project work that will be conducted on federally-owned or leased land. Give the name of the Federal installation and its location.

Item 8 – Briefly describe the possible beneficial and/or harmful effect on the environment because of the proposed project. If an adverse environmental effect is anticipated, explain what action will be taken to minimize it. Federal agencies will provide separate instructions, if additional data is needed.

Item 9 – State the number of individuals, families, businesses, or farms this project will displace. Federal agencies will provide separate instructions, if additional data is needed.

Item 10 – Show the Federal Domestic Assistance Catalog number, the program name, the type of assistance, the status, and amount of each project where there is related previous, pending, or anticipated assistance.

PART III

Complete: Lines 1-5 – Columns (a)-(e). Enter the catalog numbers shown in the Catalog of Federal Domestic Assistance in Column (a) and the type of assistance in Column (b). For each line entry in Columns (a) and (b), enter in Columns (c), (d), and (e), the estimated amounts of Federal funds needed to support the project. Columns (c) and (d) may be left blank, if not applicable.

Line 6 – Show the totals for Lines 1-5 for Columns (c), (d), and (e).

Line 7 – Enter the estimated amounts of State assistance, if any, including the value of in-kind contributions, in Columns (c), (d), and (e). Applicants which are States or State agencies should leave Line 7 blank.

Line 8 – Enter the estimated amounts of funds and value of in-kind contributions the applicant will provide to the program or project in Columns (c), (d), and (e).

Line 9 – Enter the amount of assistance including the value of in-kind contributions, expected from all other contributors in Columns (c), (d), and (e).

Line 10 – Enter the totals of Columns (c), (d), and (e).

PART IV

The program narrative statement should be brief and describe the need, objectives, method of accomplishment, the geographical location of the project, and the benefits expected to be obtained from the assistance. The statement should be typed on a separate sheet of paper and submitted with the preapplication. Also attach any data that may be needed by the grantor agency to establish the applicant's eligibility for receiving assistance under the Federal program(s).

Additional Instructions

Applicants for the Occupational Information Systems Grants Program shall include a separate statement containing the following information.

1. Relevance of the Program to State or Locality

Applicants should indicate their interest in the broad dimensions of the program. This may be done by:

A. Stating how the Occupational Information Systems (OIS) Grants Program addresses problems in their particular State or locality.

B. Mentioning current activities within their State or locality relating to OIS program objectives.

C. Pointing out particular advantages of their State or locality for operating the program successfully, e.g., existing cooperation between key institutions.

2. Willingness to Establish a Consortium or Other Cooperative Arrangement

Applicants should indicate:

A. Key people who will be invited to serve on the OIS consortium or board, including the participation of the director of the State employment security agency and the chief State school officer(s) or their designated representatives. Relevant correspondence to this effect should be included with the application.

B. The kind of agreements or cooperative relationships that will exist between institutions in the consortium. This would focus on what the particular institutions would do for each other in providing information, staff, or other services.

3. State/Local Resources

Applicants should present a preliminary financing plan for developing and operating an occupational information system during the 3- to 4-year grant period. In addition to an overall description the plan should indicate:

A. Sources of funds and in-kind resources the State or local area is willing to contribute to the development and long term operation of an occupational information system, e.g., staff on loan, facilities, services, funds, or user service fees.

B. How the system will become self-supporting as Federal funding phases out.

4. Target Populations

Applicants should indicate the target populations to be served by the OIS, which would include secondary school students, community college students, employment service clients, disadvantaged populations, and others. Applicants should also draw up a general schedule by which an occupational information system would be extended throughout the State over a 3- or 4-year period.

GPO 879-542

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